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REPORTS INVENTORY

PREPARE IN DUPLICATE

CONTROL NO. DDS/OTR/SIWA-12

1. TITLE OF REPORT (If a fill-in report include Form No.)
Destruction of Records

2. TYPE OF REPORT: [X] STATISTICAL; [ ] NARRATIVE; [ ] MACHINE-NAME LISTING

3. FUNCTIONAL AREA: [ ] PERSONNEL; [ ] TRAINING; [X] ADMIN. GENERAL; [ ] LOGISTICS; [ ] SECURITY; [ ] OTHER (specify); [ ] MEDICAL; [ ] FINANCE

4. NO. OF COPIES PREPARED: 1

5. FREQUENCY (weekly, monthly, quarterly, etc.): Annual

6. DISTRIBUTION (No. of components not number of copies): 1 (OTR Records Officer)

7. FORMAT (memorandum, form computer print-out, etc): Memo

8. ADP PROCESSING: [ ] YES; [X] NO; IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT: HR [ ]; GSA, FPMR STAT

10. PREPARING COMPONENT (include lowest level contributing information to report)
DC/SIWA (SIWA/WAF)

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)
1 (SIWA/WAF)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
15	$12.80		0.25		$3.20		1		$3.20